



# SPMS REPORTS

REPORT NAME	REPORT DESCRIPTION	RUNTIME PARAMETERS	ROLES THAT CAN RUN THIS REPORT	
<b>Bonus and One-Time Payments</b>	The report will identify the workers in the specified Supervisory Org that have received a Bonus or One-Time Payment during the specified timeframe.	Start Date End Date Supervisory Organization Include Subordinate Organizations External Pay Groups <- no entry required	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner DBM Central Partner	Budget Administrator Budget & Finance Partner Payroll Partner CPB Reviewing Partner
<b>CPBI Job Management Report</b>	The report will identify all workers for a specified Supervisory Org for a CPBI Agency	Supervisory Organization Include Subordinate Organizations	HR Coordinator - CPBI Appointing Authority	
<b>Positions with Overlap</b>	The report will identify all of the Positons that have an overlap as of the Effective Date specified	Effective Date Supervisory Organization Include Subordinate Organizations	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst	Budget Administrator Budget & Finance Partner Recruiter Payroll Partner CPB Reviewing Partner Timekeeping Partner HR Liaison
<b>Print I-9 Form for Workers</b>	This report will print the completed I-9 Form for the specified w	Form I-9s for Printing	HR Coordinator HR Partner Appointing Authority Partner DBM Central Partner	
<b>SPMS Acting Capacity</b>	The report identifies all workers for the specified Supervisory Org who have/had Acting Capacity during the specified timeframe.	Supervisory Organization Include Subordinate Organizations Workflow States (In Progress, Successfully Completed, etc.) Start Date End Date	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst	Budget & Finance Partner HR Liaison Matrix Liaison
<b>SPMS Acting Capacity with SSN</b>	The report identifies all workers (with their SSN) for the specified Supervisory Org who have/had Acting Capacity during the specified timeframe.	Supervisory Organization Include Subordinate Organizations Workflow States (In Progress, Successfully Completed, etc.) Start Date	Payroll Partner CPB Reviewing Partner	



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<b>SPMS ASR</b>	The report will be utilized to identify the workers to be processed for an ASR.	Job Profiles	Compensation Partner	
<b>SPMS Bonus and One-Time Payments with SSN</b>	The report will identify the workers (with their SSN) in the specified Supervisory Org that have received a Bonus or One-Time Payment during the specified timeframe.	Start Date End Date Supervisory Organization Include Subordinate Organizations External Pay Groups <- no entry required	Payroll Partner CPB Reviewing Partner	
<b>SPMS COLA</b>	The report will be utilized to identify the workers to be processed for a Cost of Living Adjustment (COLA).	Compensation Grade	Compensation Partner	
<b>SPMS Compensation Changes</b>	<p>The report identifies all workers for the specified Supervisory Org who have had a compensation change during the specified timeframe.</p> <p>The compensation changes include: Acting Capacity, Salary Adjustment, COLA/Increment Retro Update, Hire, Promotion, Demotion</p>	Start Date End Date Supervisory Organization Include Subordinate Organizations Workflow States (In Progress, Successfully Completed, etc.)	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner	Budget Administrator Budget & Finance Partner HR Liaison Matrix Liaison
<b>SPMS Compensation Changes with SSN</b>	<p>The report identifies all workers (with their SSN) for the specified Supervisory Org who have had a compensation change during the specified timeframe.</p> <p>The compensation changes include: Acting Capacity, Salary Adjustment, COLA/Increment Retro Update, Hire, Promotion, Demotion</p>	Start Date End Date Supervisory Organization Include Subordinate Organizations Workflow States (In Progress, Successfully Completed, etc.)	Payroll Partner	
<b>SPMS Contract Employee Details</b>	This report will identify all contractual - fixed term workers with a contract date between the specified Contract Start/End Dates.	Contract Start Date Contract End Date Contract Statuses (Open, Closed, Pending) Contract Types	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner DBM Central Partner	Budget Administrator Budget & Finance Partner Payroll Partner HR Liaison Matrix Liaison



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REPORT NAME	REPORT DESCRIPTION	RUNTIME PARAMETERS	ROLES THAT CAN RUN THIS REPORT	
<b>SPMS Current Employee Detail Report</b>	The report will identify all workers (state/regular, contractual, temporary, contingent) associated with the specified Supervisory Org and Effective Date.	Supervisory Organization Include Subordinate Organizations Effective Date	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst	Budget & Finance Partner Benefits Partner Payroll Partner HR Liaison Matrix Liaison
<b>SPMS Find Workers</b>	The tool will all the user to identify active workers that meet user-specified criteria.	Search Criteria Available Include: Job Profile Age Range Gender Worker Type Worker Sub-Type Management level Supervisory Org Cost Center	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst Central Class Support Central Recruitment Partner DBM Central Partner	Budget Administrator Budget & Finance Partner Benefits Partner Recruiter Payroll Partner Timekeeping Partner HR Liaison Matrix Liaison
<b>SPMS Frozen Pins</b>	This report will identify all of the Positions currently frozen for the specified Supervisory Org. The report will identify the freeze reason including, DBM Budget Frozen, DBM CAS Frozen and Agency Frozen.	Supervisory Org Include Subordinate Organizations?	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst	Budget Administrator Budget & Finance Partner Recruiter HR Liaison Matrix Liaison
<b>SPMS Increment Report</b>	The report will be utilized to identify the workers to be processed for an Increment	Compensation Grade Increment Month	Compensation Partner	



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REPORT NAME	REPORT DESCRIPTION	RUNTIME PARAMETERS	ROLES THAT CAN RUN THIS REPORT	
<b>SPMS Job Catalog</b>	<p>The report identifies all active Job Profiles (Class Codes) along with the attributes of each Job Profile, including:</p> <ul style="list-style-type: none"> <li>Bargaining Unit</li> <li>Job (Service) Category</li> <li>Management Level</li> <li>Exempt/Non-Exempt Status</li> <li>NCP Series</li> <li>Vacancy Downgrade Series</li> <li>Benchmark or Special Conditions</li> <li>EEO Code</li> <li>Work Area</li> <li>Compensation Grade Profile</li> </ul>	None	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst Central Class Support Central Recruitment Partner DBM Central Partner	Budget Administrator Budget & Finance Partner Recruiter CPB Reviewing Partner Reviewing Partner Timekeeping Partner HR Liaison Matrix Liaison
<b>SPMS MD Supervisory Organization</b>	The report identifies all of the Supervisory Org nodes within a specified Supervisory Org.	Supervisory Organization Include Subordinate Organizations	HR Administrator	
<b>SPMS Position Count</b>	The report will identify the count of Filled and Open Positions by Job Profile and Bargaining Unit. The report provides the ability to drill-down into the worker details for each position count.	Supervisory Organization Include Subordinate Organizations Budget Status	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst	Budget Administrator Budget & Finance Partner HR Liaison Matrix Liaison
<b>SPMS Position Description (MS-22) for Worker(s)</b>	The report will print a MS-22 Position Description for one or more workers or Positions.	Worker Filled Positions Unfilled Positions  Note: You may specify one of more Workers or Positions at a time	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst	Budget Administrator Budget & Finance Partner Recruiter HR Liaison Matrix Liaison



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REPORT NAME	REPORT DESCRIPTION	RUNTIME PARAMETERS	ROLES THAT CAN RUN THIS REPORT	
<b>SPMS Reclassifications Awaiting Action</b>	The report will identify all In Progress Edit Position Restriction > Reclassification events.	None	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst	Budget Administrator Budget & Finance Partner Recruiter
<b>SPMS Reclassifications Completed</b>	The report will identify all In Progress Edit Position Restriction > Reclassification events that were completed during the specified timeframe.	Start Date End Date	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst	Budget Administrator Budget & Finance Partner Recruiter
<b>SPMS Salary Schedules</b>	This report will display the specified salary schedule.	Compensation Grades	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst	Budget Administrator Budget & Finance Partner Recruiter Reviewing Partner HR Liaison Matrix Liaison
<b>SPMS Title Rate</b>	This report will display the Title Rate File.	None	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst	Budget Administrator Budget & Finance Partner Recruiter Reviewing Partner HR Liaison Matrix Liaison
<b>SPMS View All Positions</b>	The report will identify all Closed, Open, Filled and/or Frozen Positions as of an Effective Date.	Supervisory Organization Include Subordinate Organizations Position Status (Closed, Filled, Frozen, Open) Include Open Positions Available On or Before	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner Central Class Analyst	Budget Administrator Budget & Finance Partner Recruiter Payroll Partner Timekeeping Partner HR Liaison Matrix Liaison



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REPORT NAME	REPORT DESCRIPTION	RUNTIME PARAMETERS	ROLES THAT CAN RUN THIS REPORT	
<b>SPMS Worker Change History Report</b>	This report will identify workers who have had a Buisness Process, Supervisory Org, Job Profile, Manager, Cost Center, Time Type or Compensation change during the specified timeframe.	Supervisory Organization Include Subordinate Organizations Include Managers Start Date End Date	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner	Budget & Finance Partner
<b>SPMS Position Budget Data</b>	The report will identify all Open, Filled and Frozen Positions as of an Effective Date along with Cost Center, Fund/Fund% and RSTARS designations.	Supervisory Org Include Subordinate Organizations? Effective Date Budget Status (Budgeted, Non-Budgeted)	HR Coordinator HR Partner Appointing Authority Partner Compensation Partner Central Class Partner	Budget Administrator Budget & Finance Partner Payroll Partner CPB Reviewing Partner Timekeeping Partner
<b>SPMS Expired Probationary Periods</b>	This report will identify workers with a probationary period that has ended.	Supervisory Organization Include Subordinate Organizations Include Managers	HR Coordinator HR Partner Appointing Authority Partner	DBM Central Partner
<b>SPMS Upcoming Probationary Periods</b>	This report will identify workers who have an open probationar	Supervisory Organization Include Subordinate Organizations Include Managers	HR Coordinator HR Partner Appointing Authority Partner	DBM Central Partner
<b>SPMS Worker Personal Data Change Audit Report</b>	The report will identify workers (with their SSN) that have had personal or contact changes during the specified timeframe. This report will be utilized by DBM EBD to keep BAS data in-synch with SPS worker changes.	Start Date End Date	Benefits Partner	